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Circular Letter

TO: PUBLIC AGENCIES REPORTING BY PRE-LIST METHOD

SUBJECT: MODIFIED PRE-LISTS FOR JULY 2003

Attached are two modified "A" pre-lists for your use in anticipation of the salary increases which normally take effect on July 1st. Note that the pay rate, earnings and contribution amount columns are blank. These listings are based upon your most recently processed payroll report at the time of this mailing.

The use of these modified pre-lists is not mandatory. If a general salary adjustment is not effective within your agency, you should use the regular pre-list in the usual manner.

If your agency requires additional modified pre-lists or duplicate pre-lists during the year, please send the attached Pre-List Request Form to CalPERS or fax your request to (916) 326-3005, indicating the quantity and type of pre-lists you require.

Should you have any questions, please contact Yolanda Almanza at (916) 658-1575.

Kenneth W. Marzion, Chief
Actuarial & Employer Services Division

Attachments



DUPLICATE OR MODIFIED PRE-LIST REQUEST FORM

If you wish to request additional pre-list forms, please indicate your Employer Code, Office Code (if applicable), type of pre-list, and quantity in the spaces provided below.

EMPLOYER CODE _____

OFFICE CODE _____

TYPE OF PRE-LIST

QUANTITY

DUPLICATE = A duplicate copy of the most recent Pre-list sent.

MODIFIED TYPE A = A duplicate copy of the most Recent pre-list sent with Pay Rate, Earnings, Member Normal Contribution, and Tax Deferred Contribution fields blank.

MODIFIED TYPE B = A duplicate copy of the most Recent pre-list sent with the Earnings, Member Normal Contribution, and Tax Deferred Contribution fields blank.

Mail or fax your requests to:

CalPERS
Actuarial & Employer Services Division
Payroll Processing Unit
FAX – (916) 326-3005
PO Box 942709
Sacramento, CA 94229-2709